



**ITS Rocky Mountain Chapter Board of Directors
Teleconference Meeting Minutes**

Wednesday, May 26, 2004

9:30 am MDT

Invited:

Board Members Attending:

Mike Bousliman, Montana Department of Transportation

Richard Hodges, Utah Transit Authority

Bob Kochevar, City and County of Denver

Marilyn Kuntemeyer, David Evans & Associates

Jim Larsen, Ada County Highway District

Mark Owens, Meridian Environmental Technology, Inc.

Keith Trimels, FHWA Wyoming Division

Board Members Not Attending:

Vince Garcia, Wyoming Department of Transportation

John English, Utah Transit Authority

Brandi Tesch, Montana Department of Transportation

Others in Attendance:

Steve Albert, Western Transportation Institute

Traci Ulberg, Meetings Northwest

Agenda

Welcome and Introductions

Immediately following introductions, Richard Hodges, Chapter President, opened the meeting.

Treasurer's Report

Mike Bousliman, on behalf of Brandi Tesch, gave the Treasurer's Report. He reported that she had received income checks (membership dues/membership refunds) in the months since the last Board of Director's Meeting. As of the date of the teleconference, there were no outstanding bills that he was aware of and the Chapter's account balance was \$10,731.75.

Chapter Insurance Costs/Requirements

After a brief discussion, it was determined that the standard insurance recommended by ITS America and offered through their preferred vendor may not be a good fit for the Chapter. The standard coverage quoted included a Business Owner's policy at \$500 annually and a separate Directors & Officers policy at \$1200 per year. Traci Ulberg noted that ITS Rocky Mountain should not need a Business Owner's policy because the Chapter does not have an independent place of business and coverage of physical records, etc. is provided by Meetings Northwest's policy. It was the general consensus of the Board that the Directors & Officers premium was expensive and did not address coverage for such things as conferences, training workshops, etc.

As such, Traci will pursue additional quotes on an umbrella policy that includes both general liability for events as well as a basic Directors & Officers liability policy.

Student Paper Contest

The Chapter received two submittals for the Student Paper Contest. Traci requested volunteers to review the papers. Jim Larsen and Bob Kochevar volunteered to review and select a winner. Traci will mail each of them copies of the submitted papers.

Meetings Northwest Contract Renewal

Meetings Northwest contract expires May 31, 2004. A brief discussion ensued about the length of any contract renewal (previous contracts have been 2 years) and who should negotiate the terms of the contract. Keith Trimels moved that the Chapter should enter into negotiations with Meetings Northwest and award a two-year contract if the budget is approved. Richard Hodges and Mark Owens will be responsible for approving the budget. Mark Owens seconded the motion. Traci will email a contract (with budget) to Richard and Mark as soon as possible.

Status of second Senatorial seats

Jim Larsen, Idaho Senator is attempting to recruit additional members from Idaho – specifically from the DOT. Mike Bousliman, Montana Senator indicated that the Montana Department of Transportation should have the position of ITS Coordinator filled by July 1st. At that time, he will work to ensure that he/she becomes a member.

New Mexico currently has no representation on the Board of Directors (BOD). Richard Hodges has made several attempts to contact Amy Estelle, New Mexico Department of Transportation about serving on the BOD. Steve Albert mentioned that he would be visiting with Amy in the upcoming week and he would follow-up with her at that time.

2004 Joint Engineers Conference

Traci had previously emailed a list of sessions/speakers to each of the Board members. At this time, 1 short course and 4 sessions are planned with moderators/speakers identified for a majority of the sessions.

Other discussions centered on scheduling the membership meeting as well as the vendor reception. The Board indicated that they wished to pursue a vendor reception.

Next Steps

- Obtain additional quotes for Chapter insurance (Traci Ulberg)
- Review papers for Student Paper Award (Jim Larsen/Bob Kochevar)
- Fill vacant senatorial seats in Idaho, Montana and New Mexico (Jim Larsen/Mike Bousliman/Richard Hodges)